

1500 - TRAVEL POLICIES AND PROCEDURES

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APPENDIX 6 - SPONSORED TRAVEL REQUIREMENTS/PROCEDURES

The following requirements/procedures will apply when generating an HHS-348 action:

Special Requirements for IC Director Sponsored Travel

Specifically, for sponsored travel by the IC Director, the Certification Checklist and HHS-348 should be completed as follows:

- 1) The IC Director signature as the traveler.
- 2) The Deputy Director for Management, NIH signature for "Supervisory Approval".
- 3) The IC Executive Officer signature for "Recommending Official".
- 4) The Deputy Director for Management, NIH signature for "Authorizing Official" on the HHS-348.

Special Requirements for OD Executive Level Sponsored Travel

- Specifically, for sponsored travel by the OD Executive Officer, the Certification Checklist and HHS-348 should be completed as follows:
 - 1) The OD Executive Officer signature as the traveler.
 - 2) The Deputy Director, NIH signature as the "Supervisory Approval".
 - 3) The Deputy Director for Management, NIH signature as the "Recommending Official".
 - 4) The Deputy Director, NIH signature as the "Authorizing Official".
- Specifically, for sponsored travel by the Deputy Directors/Associate Directors/Office Directors, OD, the Certification Checklist and HHS-348 should be completed as follows:

- 1) The appropriate traveler's signature.
- 2) The OD Executive Officer signature as the "Supervisory Approval".
- 3) The Deputy Director, NIH signature as the "Recommending Official".
- 4) The OD Executive Officer signature as the "Authorizing Official".

NOTE: Sponsored travel actions for the above individuals (when applicable) should be forwarded to the OD/Ethics Coordinator/Special Assistant to the Deputy Director, NIH to obtain the Deputy Director's signature.

Pre-Trip Guidelines

- In accordance with DHHS Travel Manual Chapter 1-70-30 and the Office of Government Ethics, all required reviews and approvals should be conducted and obtained **before** NIH employees travel with expenses paid by a nonfederal source.
- Once the employee receives a Letter of Invitation, email, or telephone call (documentation required) from a sponsor, he or she is to notify their supervisor immediately and send a copy of the Letter of Invitation to the appropriate IC Ethics Official for proper clearance, prior to processing travel request.
- The employee should also notify the appropriate IC administrative staff in order to begin the ADB, HHS-348 process.
- The Certification Checklist **must** be completed and signed by the employee and then forwarded to the appropriate supervisor/recommending officials for signature.
- All HHS-348 actions are to be processed through the Administrative Data Base (ADB) Travel Management System. (NOTE: Approvals through the ADB automatically generate the data into the Central Accounting System).
- The HHS-348 **Request Package** is comprised of the Travel Order, Itinerary, HHS-348, Original Inviting Document, and Certification Checklist (completed and signed).
- If the travel is for an IC Director or for any OD employee, you **must** send a copy of the approved HHS-348 **Request Package** to the Special Assistant to the Director, NIH (496-0959) in Building 1, Room 333 for retention in the employee's ethics file.
- The original HHS-348 **Request Package** is to be maintained in a designated location determined by the respective IC.

Post-Trip Guidelines

- Upon completion of the trip, a **Voucher Package** comprised of an original completed voucher with all necessary receipts, HHS-348 with traveler's signature, Certification Checklist, check from sponsor made

payable to the NIH, if applicable, Letter of Invitation, and copy of Notification of International Travel (NIT) for Foreign Travel only, **must** be submitted to and maintained in a designated location determined by the respective IC.

The sponsor's **original** reimbursement check, a copy of the HHS-348 and a copy of the Travel Voucher **must** be transmitted directly to the OFM Travel, Fellowships, and Cashier's Section, Building 31, Room B1B23. *The check should be annotated with "Sponsored Travel" and the Travel Order Number.*

Be sure that sponsor's original reimbursement check is clearly recognizable by attaching it to the front of the Travel Voucher.

- A **copy** of the sponsor's reimbursement check along with a copy of the **entire HHS-348 Voucher Package** should be transmitted directly to the OFM General Ledger, Reports and Reconciliation Branch, Building 31, Room B1B47. (Please call 496-4478).
- If total payment is In-Kind, a copy of the voucher package does not need to be submitted to OFM. However, the traveler is required to submit a voucher to the IC Administrative Office so the data can be processed in the ADB accordingly.
- The Center for Information Technology will continue to generate the Semi-Annual Sponsored Travel Report which is required by the Assistant Secretary for Administration and Management/OS.
- Sponsored Travel records in the IC should be maintained in accordance with [NIH Manual Chapter 1743, Section 1500 "Travel and Transportation"](#).